CAMPUS STUDENT ORGANIZATION
Activity Approval Form
Complete the following form and submit it to the Director of Student Life and Activities at least FIVE (5) working days prior to the planned activity.

Organization: $\qquad$ Today's Date: $\qquad$
Activity: $\qquad$
Date: $\qquad$ Function is: (Check one)
__ On Campus
Time: $\qquad$
$\qquad$ Off Campus

Place: $\qquad$ ___Invitation-only

Charge: $\qquad$ ___All Students

## Please read carefully:

As organization Sponsor, I understand that by signing this request I have agreed to be responsible for ensuring all necessary arrangement are made far enough in advance, and all activities conform to the policies, rules, and regulations of Central Texas College and this student organization.

Organization Sponsor

Organization President

Point of Contact

Signature of Faculty/Staff member who will be present at event (REQUIRED)

Director of Student Life and Activities

Daytime Phone Number

Activity Denied for the following reasons:
$\qquad$
$\qquad$
$\qquad$

# central texas $\int$ College <br> CAMPUS STUDENT ORGANIZATION 

## Application for Recognition

Organization: $\qquad$ Date: $\qquad$
The following steps must be completed BEFORE submitting this Application for Recognition:

- The club has obtained at least 10 members.
- There is a full-time CTC faculty/staff member designated as Sponsor.
- A Constitution and a complete list of Bylaws have been filed with the Director of Student Life and Activities.

I do hereby certify that the conditions for "official recognition" have been completed and agree to abide by the rules and regulations of this organization and of Central Texas College.

Organization President

## Date


I have read the Constitution and Bylaws for the above-mentioned student organization and give my approval for its recognition as an officially recognized student organization.

Director of Student Life and Activities

## Date

As President of the CTC Student Government Association, I do hereby certify that the abovementioned student organization has been voted on and approved by the General Assembly to an "officially recognized" student organization with all the rights and privileges thereto appertaining.

## CENTRAL TEXAS $\int$ COLLEGE

## CAMPUS STUDENT ORGANIZATION Official Recognition Form - Yearly

The $\qquad$ (Student Organization Name) requests recognition from Central Texas College for the 20 - 20 school year. The organization sponsor and members agree to comply with all the rules and regulations of CTC. The organization does not discriminate against, nor exclude from participation in any of its programs or activities, any person on the basis of sex, race, color, religion, national origin, handicap, sexual preference, or veterans status. The sponsor, by signing below, indicates knowledge and understanding of the requirements and responsibilities and agrees to sponsor this organization under these conditions. Organizations seeking yearly recognition must submit this form AND an Application for Recognition to the Student Activities Office no later than October 15, 20 $\qquad$
$\qquad$

Officers

President

Vice President

Secretary
Treasurer

SGA Representative $\qquad$

Organization Sponsor

Director of Student Life and Activities

## Date

Date

## CENTRAL TEXAS || COLLEGE

## CAMPUS STUDENT ORGANIZATION <br> Mission Statement

The purpose of the
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_ Central Texas College District

| 1. Complete Sponsor Acknowledgement <br> Statement and Return to Student Life and <br> Activities | September 16 | At time of establishing <br> of the new club. |
| :--- | :--- | :--- |
| 2. Register for the in-person workshop <br> (sponsor and officers) through the CTC <br> online calendar by using the following <br> link <br> http://www.ctcd.edu/calendar/index.htm | September 16 | January 30 |
| 3. Attend the in-person workshop, which also <br> includes a section on Disability Services | Date TBA <br> (end September/ <br> beginning October) | (beginning October) |
| 4. Provide a current membership roster to the <br> Student Life and Activities Office | October 15 | February 15 |
| 5. Complete the Online Follow up Survey | November 1 | March 1 |
| 6. Train all Clubs/Organization's members <br> and keep a sign-in roster | November 1 | March 1 |
| 7. Submit a copy of the member training <br> sign-in roster to the Student Life Office. | November 10 | March 10 |

All documentation has to be maintained by club sponsor for a period of three years. Copies of the documentation have to be forwarded to the Student Life Office as well. Please be aware that not meeting the requirements above may result in Club sanctions to include suspension and possible removal of Club status by Central Texas College.

## How to Write a Constitution

A constitution contains the basic rules of the organization. It is important to be clear and precise, but not overbearing. This constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. However, this is just a model and each organization is free to adjust the contents to meet the needs of the group.

Title

Constitution for the
Preamble
Article I
Name of the Organization

## Article II

Objectives or Purpose of Organization

Article III
Membership
Article IV
Officers

Article $V$
Meetings

## Article VI

Committees

Article VII
Finances

## Article VIII

Amendments

Date of Ratification or Revision

## Constitution for the ABC Organization

## Preamble

We, the members of the ABC Organization, do establish and function with the purpose of furthering the $\qquad$ profession and our educational goals with respect to the rights of all students, enjoying liberties regardless of race, religion, creed, sex, national origin, sexual preference, or veteran's status, and conforming to the rules and regulations set forth by Central Texas College.

## Article I

The name of this organization shall be
$\qquad$ .

Article II The
purpose of this organization shall be to
$\qquad$
$\qquad$

## Article III Membership

Section I. Membership shall be open to any currently enrolled student at CTC. No one shall be denied membership based on sex, handicap, race, creed, religion, age, national origin, sexual orientation, or veteran's status.

## Section II. Dues.

## Article IV

Officers

Section I
This organization shall have $\qquad$ executive officers and nonlimited active members.

Section II. The term of office for all elected officials shall be one calendar year beginning on the second Monday of November and ending the following year on the second Monday of November.

Section III. The title of the executive officers shall be:

President
Vice President Parliamentarian
Secretary

| Section I. | A quorum shall consist of at least one officer and ___ percent of <br> the active membership in good standing. |
| :--- | :--- |
| Section II. | Meetings shall be held date/time/place. |
| Section III. | Emergency meetings shall be called when deemed necessary by a <br> majority of the executive officers. |

## Article VI

Committees

Section I.

## Section II.

Section III .

Section I.

Section I.

Section II.

Duties and responsibilities.

## Article VII

Finances
Authorization for withdrawal of funds.

Section II. What to do with funds if club becomes inactive.

## Article VIII

Amendments
Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.

Authority of appointment or commission

Require two-thirds vote of those present and voting at an official meeting.

All amendments must be ratified by $\qquad$ percent of active members.

This constitution was (adopted, revised, passed) on the $\qquad$ day of $\qquad$ .

Organization President
Director, Student Life Activities

Organization Sponsor

## MODEL BY-LAWS

By-laws for the ABC Organization
Adopted the $\qquad$ day of $\qquad$ , 20 $\qquad$

Article I
Duties of the Officers

| Section I. | President |
| :--- | :--- |
| Section II | Vice President |
| Section III | Secretary |
| Section IV | Treasurer |

Article II
Nomination of Officers

Section I. Nomination of Individuals
Section II. Qualification of Officers

## Article III

Election of Officers

Section I. Date of election
Section II Manner of election
Section III Counting of votes
Section IV Impeachment procedures

## Article IV

Meetings

| Section I. | A quorum shall consist of at least one officer and __ percent of the active <br> membership in good standing. |
| :--- | :--- |
| Section II. | Meetings shall be held date/time/place. <br> Emergency meetings shall be called when deemed necessary by a majority <br> of the executive officers. |

## Article V

Committees

Section I. Names of standing committees, plus authorization for other committees, standing or special, as may be deemed necessary.
Section II. Authority of appointment or commission.
Section III. Duties and responsibilities.

